

### **LETTER 3 (Tree Inspection Request)**

Date:  
Our Ref:  
Enqs. To: [Serving officer]  
Tel:  
Fax:  
Email: [Officer's email]

*Owner/Occupier  
Address line 1  
Town/City  
County  
Postcode*

#### **IMPORTANT LETTER - PLEASE READ**

Dear Sir or Madam,

**RE: [COMMON NAME] TREE WITHIN ( neighbouring property address)**

I am writing to raise concerns I have about the potential threat of the above tree/s to neighbouring property. The trees are \* **(describe species, number and location)** and I enclose a sketch plan showing the location of the trees. I am concerned about the safety of these trees because \* **(give reasons for concern i.e Disease, decay or structural problems).**

**(optional paragraph) I understand your neighbour (name) wrote to you concerning this issue on the (date).**

**I have carried out an inspection of the above tree/s from your neighbour's property and I feel there is a need for further investigation to ensure there is no imminent danger posed by the tree/s. I would therefore be grateful if you can contact me to arrange a convenient date for a tree inspection to be carried out.**

I look forward to hearing from you in the near future.

Yours sincerely

[Serving Officer]

[Officer designation]

(Authority)

Cc: Owner (optional)